

DUAL ENROLLMENT AGREEMENT

NEW JERSEY CITY UNIVERSITY

AND

JERSEY CITY BOARD OF EDUCATION

For the 2024, 2025 and 2026 Academic Years

Purpose

This Dual Enrollment Agreement (“Agreement”) is entered into on June 21, 2024, between New Jersey City University, a public institution of higher education of the State of New Jersey, located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 (hereinafter referred to as “NJCU” or “University”), and Innovation High School, located at 239 Bergen Ave, Jersey City, NJ 07305 (hereinafter referred to as “High School”). Students enrolled in 9th, 10th, 11th, and 12th grades and attending public or charter high schools in Jersey City (“High School students”) are eligible to take undergraduate University courses at NJCU’s Jersey City campus. This Agreement stipulates the conditions for the mutual agreement and understanding of both Parties in accordance with N.J.S.A.18A:61C-10.

The goals of this Agreement are to:

- A. Provide multiple and diverse paths for students' success.
 - a. Enable High School students to be admitted as dual-enrolled students and enroll at the University at a reduced tuition rate.
 - b. Award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS
- B. Improve student access, success, and 4-year degree completion.
- C. Expand student options for college-level services and curriculum.
- D. Improve student academic program articulation.

Recruitment, Admissions and Registration

- A. High School students are eligible to take two courses a semester offered at the University.
- B. Recruitment and identification of students will be the High School administration's responsibility.
- C. Students will be admitted through an executive process established by both Parties.
- D. Students will apply for admission by completing a visiting student application designed specifically for this program by the University (sample provided in Appendix B; the form is also available on the NJCU website). All students’ names and registration information will be collected (on the application form) and transmitted by the High School’s administration to the University. No application fees will be assessed.
- E. The High School will assist students in registering for courses before the first day of the semester in which the courses are held. The enrollment process will be created by the University.

- F. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.
- G. The students will be coded and tracked in the Student Information Systems at the University. Information will be shared between the institutions for these students. Students must participate in an on-site Orientation, conducted by University personnel. Students will also be issued a University I.D. card.
- H. For courses taken at the University, the registrar's office will give the final grades to the High School.
- I. Grades and transcripts will be available for students and High Schools at the conclusion of each semester. To request a transcript, a student or graduate has three options:
 - 1. In person: Complete a form at the Registrar's Office, Hepburn Hall Room 214
 - 2. By mail: Send a signed letter to Registrar's Office
 - 3. Online: <https://www.njcu.edu/directories/offices-centers/registrar/transcript-requests>
- J. Students are protected by The Family Educational Rights and Privacy Act (FERPA), which transfers control of the student's educational record to the student as college students are considered responsible adults who determine what personal information will be released to whom. Students can grant parents access to their educational record by submitting "The Release of Information Form" to the Registrar's Office.
- K. All new and transfer students must comply with NJ State and University immunization requirements. Part-time students are required to have their Measles, Mumps, and Rubella (MMR) vaccination with documentation submitted before the first day of classes. The High School will assist students in the transfer of these documents.

Course Offerings

- A. For courses offered at the University, the University will identify the relevant dual-enrolled courses, no later than the beginning of new student registration and communicate course schedules to the High School.
- B. Please find the list of available courses in Appendix C for the 2024 academic year.

Fiscal Arrangement

- A. The High School agrees to pay in full the discounted tuition charge of \$100 per credit for each student enrolled in a University course in addition to any additional course fees.
- B. All salary and space costs for instruction will be the responsibility of the University since the course is offered on-site at the University.
- C. Withdrawals and refunds will be handled by the University in accordance with its existing tuition and fees refund policy.
- D. The University will provide an invoice to the High School and payment is due within two months upon receipt of the invoice.

Use of University Laboratory Facilities

- A. Students identified by the High School to participate in the laboratory instructional component may only participate if they have taken the safety training required by the University and have signed the required safety forms. In the case of minor students, the safety forms will not be considered fully executed to permit student use of the laboratories until signed by their parent/guardian.
- B. The University will charge no fee to the High School for student access to the laboratory space provided under this Agreement. However, laboratory classroom and use of laboratory resources and supplies may entail a materials/consumables fee.
- C. The University is responsible for and shall provide all consumables needed by High School students to perform and conduct experiments in designated classroom-associated laboratories.
- D. The High School is responsible for costs above and beyond the \$40 threshold cost burden incurred by the University due to breakage or damage to expensive laboratory equipment (e.g., \$1000 balance), glassware (e.g., Erlenmeyer flask [\$40-120]), and equipment (e.g., \$290 benchtop electronic pH meter) caused by the High School students or personnel and shall reimburse the University for these costs.
- E. The scheduling, allocation, and designation of certain University laboratory facilities utilized by the High School students shall be determined by the corresponding University department chair in consultation with the High School's designated staff.
- F. The High School is responsible for the conduct and safety of the students on the University campus and assigned to have access to the University laboratories under the supervision of the University's personnel who have taken required training for laboratory use from the University's personnel.
- G. The High School students and faculty participating in the classroom laboratory program shall leave

the laboratory classrooms in proper order at the completion of lab. This shall include cleaning off all lab benches and hoods, properly disposing of all waste in the appropriate containers and properly storing all equipment.

- H. The High School shall provide the University with the fully executed forms for all students participating in the laboratory program and shall provide a roster to the University of all High School students and teachers participating in the laboratory program.

Student Grievances and Conduct

- A. Students participating in the program shall comply with the University's student code of conduct standards. Please see Appendix D. The High School may intervene in cases of wrongful conduct, particularly when cases involve health and safety. Students found in violation of the student code of conduct may receive punishments from each institution. Both parties reserve the option to decide that only one institution will process a case of misconduct and will create a process for reporting to the other when the institution has undertaken student conduct actions.
- B. The students have a right to avail themselves of academic grievance and appeal procedures in matters regarding grading, course requirements, attendance, academic integrity, and other educationally related complaints pursuant to the Undergraduate Academic Policy (Appendix E).

Transportation

It is the Board of High School's responsibility to transport the high school students to and from the University.

Medical/Emergency Care

It is understood and agreed:

- A. The University is responsible for providing emergency medical services as they are needed for students physically located on the University's campus, but provision of such services will not incur any obligation, financial or otherwise, upon the University, and all such obligations will be the responsibility of the High School.
- B. The High School is responsible for obtaining all necessary forms, including parental or guardian authorizations for participation, medical treatment, and dispensing medication, waivers of liability,

and a list of any physical, mental, or medical conditions any student might have, including any allergies that could impact the student's participation in the program.

C. The High School is responsible for establishing a procedure for the notification of the JCBOE student's parent/legal guardian in case of emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions.

D. The High School is responsible for providing information to parents or legal guardians detailing the manner in which a student may be contacted while at the University.

Term and Cancellation of Agreement

A. This Agreement shall be effective as of September 2024, and shall run for three years. If in agreement, this Agreement may be renewed annually by the Parties by executing a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

B. The Parties may terminate for any reason, or no reason, in writing with a 30-day notice prior to the termination of the semester, effective the following Fall semester.

Indemnification and Hold Harmless

The High School shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the University, State of New Jersey, and the Educational Facilities Authority including their trustees, officers, employees, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including reasonable attorney's fees) (collectively "claims") in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever. Subject to the provisions of the New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, the University shall be responsible for and defend itself against any and all suits, claims, losses, demands, or damages of whatsoever kind or nature arising out of or in connection with any part or omission of its employees, agents, or officers, in the performance of its obligations assumed pursuant to this Agreement.

Insurance

- A. The High School shall secure and maintain in force for the term of the Agreement, insurance coverage provided herein. All insurance coverage is subject to the approval of the University and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A- (VII) or better. The High School shall provide the University with current Certificates of Insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the University. All insurance required herein shall contain a waiver of subrogation in favor of the University. All insurance required herein, except Workers' Compensation, shall name the University, the State of New Jersey and the New Jersey Educational Facilities Authority, as additional insureds.
- B. Commercial General Liability insurance written on an occurrence form including liability, fire legal liability and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this Agreement. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, three million dollars (\$3,000,000) general aggregate, three million dollars (\$3,000,000) product/completed operations aggregate. A "per location endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this Agreement.
- C. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of High School who will be engaged in the performance of this Agreement. The certificate must so indicate that no executive officer is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if the High School liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

No Assignment

Neither Party may assign this Agreement or any of their rights nor delegate their obligations hereunder to a third party without the prior written consent of the other Party.

Entire Agreement

This Agreement sets forth the entire agreement and understanding of the Parties relating to the subject matter herein and merges all prior discussions between them. This Agreement cannot be changed, altered, modified, or discharged except by a contract amendment signed by both Parties.

Mutual Drafting

This Agreement is the joint product of NJCU and the High School, and each provision has been subject to the mutual consultation, negotiation, and agreement of NJCU and the High School, and consultation with respective legal counsel, and will not be construed for or against any Party.

Third-Party Beneficiaries

No person or entity other than NJCU and the High School and their successors and permitted assigns has any rights, remedies, claims, benefits, or powers under this Agreement. This Agreement will not be construed or interpreted to confer any rights, remedies, claims, benefits, or powers upon any third party. There are no third-party beneficiaries of this Agreement.

Costs & Expenses

Each Party will bear its own costs, expenses, and attorneys' fees incurred by it under or in connection with this Agreement.

Independent Entities

The Parties acknowledge that they are and will remain independent legal entities, that this Agreement does not create an employment or agency relationship, and that neither Party is empowered to bind the other legally.

Governing Law/Forum Selection

Any judicial proceeding related to this Agreement will be brought exclusively in the state or federal courts of the State of New Jersey in Hudson County. Each Party submits to those courts' exclusive jurisdiction for any such proceeding. Each Party waives any claim that any legal proceeding brought in accordance with this section has been brought in an inconvenient forum or that the venue of that proceeding is improper. This Agreement will be governed by and construed in accordance with the laws of the State of New Jersey without regard to its conflict of laws and rules.

Notice

All notices or other communications required or permitted to be given under this Agreement will be in writing. They will be deemed to have been given when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the Parties:

If to **New Jersey City University** from **Innovation High School**:

New Jersey City University
Att: Dr. Donna Breault
Provost and Executive Vice President
2039 JFK Blvd.
Hepburn Hall, Room 309
Jersey City, NJ 07305

New Jersey City University
Att: Dr. Scott O'Connor
Assistant Provost for Academic Affairs
2039 JFK. Blvd.
Hepburn Hall, Room 308
Jersey City, NJ 07305

Office of University Counsel
Att: Monica de los Rios
Interim University Counsel
2039 JFK Blvd
Hepburn Hall, Room 306
Jersey City, NJ,07305

If from **Innovation High School** to **New Jersey City University**:

Att: Dr. Francis Dooley
Principal
2056 John F. Kennedy Blvd
Jersey City, NJ 07305

Appendices

As part of this Agreement, the following have been included:

- Appendix A. Checklist of Notification
- Appendix B. High School Visiting Student Registration Form Sample
- Appendix C. List of Available Courses
- Appendix D. Student Code of Conduct
- Appendix E. Undergraduate Academic Policy

The representatives of each Institution have executed this Agreement on the date(s) indicated below.

Signatures:



Dr. Norma Fernandez
Superintendent
Jersey City Board of Education

Date: July 18, 2024



Dr. Francis Dooley
Principal
Innovation High School

Date: July 22, 2024



Dr. Donna Breault
Provost and Executive Vice President
New Jersey City University

Date: July 22, 2024



APPENDIX A.

Checklist of Notification: Core teams to notify the following offices once the agreement is signed.

- ADMISSIONS (UNDERGRADUATE AND GRADUATE)
- DEAN'S OFFICE OF DEPARTMENT
- ENROLLMENT MANAGEMENT
- FINANCIAL AID
- MARKETING
- OPPORTUNITY SCHOLARSHIP PROGRAM
- PROVOST'S OFFICE
- REGISTRAR'S OFFICE
- TRANSFER RESOURCE CENTER
- UNIVERSITY ADVISEMENT CENTER
- UNIVERSITY COUNSEL

APPENDIX B.

High School Visiting Student Registration Form Sample



NEW JERSEY CITY UNIVERSITY HIGH SCHOOL VISITING STUDENT REGISTRATION FORM

Applicant Information

Name: _____ Social Security Number: _____
Date of Birth: _____ Gender: M F Ethnic Status: _____
Permanent Home Address: _____
City/State: _____ Zip: _____ Country Code: _____
Telephone Number: _____ E-mail Address: _____
High School: _____
Student Course Request

- Ethnic Code:
1 - American Indian or Alaska Native
2 - Asian
3 - Black or African American
4 - Hispanic
5 - Other White
6 - Native Hawaiian or Other Pacific Islander
7 - Nonresident Alien

Table with 4 columns: COURSE TITLE, DEPT, CAT#, CLASS#

- New Jersey County Code:
00 - City of State
01 - Atlantic
02 - Bergen
03 - Burlington
04 - Camden
05 - Cape May
06 - Cumberland
07 - Essex
08 - Gloucester
09 - Hudson
10 - Hudson County
11 - Mercer
12 - Middlesex
13 - Monmouth
14 - Morris
15 - Ocean
16 - Passaic
17 - Salem
18 - Sussex
19 - Warren
20 - Wayne

ALL INFORMATION PROVIDED IS TRUE. THIS IS TO CERTIFY THAT I HAVE COMPLIED WITH THE POLICIES AND PROCEDURES OF NEW JERSEY CITY UNIVERSITY.

Signature of Applicant (Required) _____ Date _____

Authorization for Release

To Parent/Guardian: Please complete and sign this form to authorize disclosure of limited information from the student's HS educational records to the New Jersey City University Dual Enrollment Program.

I hereby voluntarily authorize the High School to release information to New Jersey City University Dual Enrollment Program. Specifically, I authorize disclosure of the following information: class schedules and student's planned intended college university enrollment upon graduation. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Dual Enrollment Program at New Jersey City University.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

To the School: The student above is applying to the Dual Enrollment Program at New Jersey City University. Please forward copies of the student's educational records (as described in the Release) to:

Attn: Dual Enrollment Program Staff
New Jersey City University
2039 John F. Kennedy Boulevard
Science Building, Room 150
Jersey City, NJ 07305-1597

APPENDIX C.

List of Available Courses: Course list will be reviewed annually.

BIOL 130 Principles Biology I (4 Credits)

This lecture/lab course introduces the basic building blocks of life through the scientific investigation. Topics include the scientific method, basic chemistry, the cell and its structure, function, metabolism and reproduction, and nucleic acid structure and function.

Co-Requisite(s): [ENGL 101](#) or [ESL 101](#) and [MATH 106](#) or [MATH 112](#)

BIOL 131 Principles Biology II (4 Credits)

This lecture/lab course is a continuation of the basic concepts of life. Topics include Mendelian genetics, evolution and an overview of microorganisms, fungi, animals and plants, with selected topics for concentrated study.

Pre-Requisite: [BIOL 130](#) Principles of Biology I

ENGL 100 Critical Reading and Writing (3 Credits)

Critical Reading and Writing is an immersion into college-level intellectual engagement, focusing on a theme such as childhood, travel, cities, traditions, or secrets, among others. Students read literary, scholarly, or popular texts (or view audiovisual materials), analyze ideas, and seek insights through discussion. The course, designed to foster skills in reading, critical thinking, and written and oral expression, is taken in the first semester by all students without prior Composition credits.

ENGL 101 English Composition I (4 Credits)

This course, required of all students, is an introduction to the basic communicative skills needed in college—reading, writing, speaking, and listening—through the interpretation of textual, visual, and digital materials. It also provides an introduction to research skills.

ENGL 102 English Composition II (4 Credits)

This course, required of all students, continues to develop the skills practiced in [ENGL 101](#). Students learn to identify and to write critically about literary forms including fiction and nonfiction, and they learn how to conduct research and write a research paper.

Pre-Requisite(s): [ENGL 101](#) English Composition I

HIST 150 American History to 1865 (3 Credits)

This course is a study of the United States from colonization through the Civil War period emphasizing the diplomatic, political, economic and social achievements of each. (Cross-listed with Political-Science.)

HIST 152 American History since 1865 (3 Credits)

As a continuation of American History to 1865, this course looks at the United States from the post-Civil War period to the present day emphasizing political, economic and social developments. (HIST 150 is not a pre-requisite for HIST 152.)

MATH 140 Statistics I (3 Credits)

Statistics I is a study of mode, median, mean, standard deviation, various descriptive techniques, the binomial and normal distributions, and an introduction to statistical inference. Statistical concepts are applied primarily to the natural and social sciences, business administration, and criminal justice using packaged software such as Minitab and SPSS.

Pre-Requisite(s): MATH 90, MATH 96, MATH 98 or MATH 112

MATH 175 Enhanced Precalculus (4 Credits)

Selected topics from algebra, exponential and logarithmic functions, and trigonometry are chosen to provide suitable background for Calculus I.

Pre-Requisite(s): MATH 106 or MATH 112.

APPENDIX D.

Student Code of Conduct:

APPENDIX E.

Undergraduate Academic Policy